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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Office of General Counsel  
THRU : Comptroller *SA*  
FROM : Chief, Finance Division

DATE: 25 January 1955

SUBJECT: 25X1A9A  
[ ] - Summons to Jury Service

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1. On [ ] of the Finance Division received a summons to appear for jury service in the Fairfax County Courts for the session beginning [ ]. Based upon information available at that time, it was believed that this service would result in his being on-call for a period of thirty days, and that total absences would not exceed five to ten days. Inasmuch as Agency policy, as expressed in Section 8, Regulation [ ] is that employees are expected to perform jury service whenever possible without serious interference with Agency operations, [ ] presented himself to the Security Office for briefing and appeared as directed on [ ].

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2. It has now been learned that this session of court is for sixty days, rather than thirty, and that service would entail absences for the greater part of February and March.

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3. [ ] is currently being processed for an assignment overseas. As one phase of his training, he has been enrolled in a full-time course, beginning 28 February 1955, from which no absences are permitted. It was originally believed that the jury service would be completed prior to this date. In addition, it is essential that [ ] devote as much time as possible during the next four weeks to the training and indoctrination of his replacement. It is also necessary that steps be taken to close out numerous bank accounts which are being administered by him.

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4. In view of the above, it is requested that the Office of General Counsel ask the Court to excuse [ ] from jury service. Until such time as he is excused, [ ] will continue to report daily as directed by the Court.

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